



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 16.6

Subject: Foster Care Associations

Supersedes: DCS 16.6, 03/01/03

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

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Application

To All Department of Children's Services Case Managers, Team Leaders, Team Coordinators, and Regional Administrators

Authority: TCA 37-5-106

Policy

The Department of Children's Services shall work cooperatively and in partnership with all foster parents, the Foster Parent Advocacy Program, and State and local foster care associations.

Procedures

A. Appointment of foster care liaison

1. The Regional Administrator shall be responsible for the identification and appointment of staff in each county (or cluster of counties in rural areas), to serve as the liaison between the local foster care association and the Tennessee Foster and Adoptive Care Association (TFACA).
2. In the event that there is no local foster care association, staff must still be identified to serve as the liaison with the state association and assist in the development of a local association if desired by the local foster parents.

3. The names of the foster care association liaison shall be submitted to the Director of Foster Care in the Central Office and to the Tennessee Foster Care Association Board of Directors by January 1, of each year.
4. There is no limit on the length of time appointed staff may serve as the foster care association liaison, and more than one staff person can be appointed if the Regional Administrator desires or the size of the foster care population warrants more than one person.

**B. Duties of the
Foster Care
Association
liaison**

The duties of the Foster Care Association liaison shall include:

1. Attendance at each regularly scheduled meeting of the local foster care association.
2. Maintaining a list of each foster parent in the county, with correct name, address, and telephone number.
3. Maintaining a notebook with information provided by the local foster care association including officers' names, local procedures, local meeting schedule, etc.
4. Knowing how to access training and information on the Foster Parents' Bill of Rights and the Foster Parent Advocacy Program.
5. Monthly communication with the Regional Administrator on the status of the region's foster care associations; this can be accomplished by telephone or written correspondence.
6. On-going contact with the president or other officers of the local association.
7. Writing an annual report on local association activities to be presented to DCS Central Office and the Tennessee Foster Care Association Board of Directors.
8. Attendance at the regional Foster/Adoptive Training Conference, held annually.
9. Assisting the Regional Administrator and the Team Coordinators with any complaints filed/brought by foster parents.

10. Supporting all association efforts to develop information and support networks coordinated by and for foster parents through the local associations.

**C. Central Office
Foster Care
Liaison**

Selected Program Managers or Coordinators from Central Office Foster Care staff shall serve as liaisons to the Tennessee Foster Care Association Board of Directors, advisor to the Foster Parent Advocacy Board, and advisor to local DCS staff working with local associations.

D. Training

The DCS Central Office staff shall provide training for the liaisons.

Forms/Templates

None

Collateral Documents

None

Standards

None